

**AGENDA  
SUTTONS BAY TOWNSHIP PLANNING COMMISSION  
REGULAR MEETING**

**201 N St Marys Street, Suttons Bay**

**Tuesday, August 3, 2021**

6:00 PM

MEETING WILL BE HELD AT SUTTONS BAY BINGHAM FIRE AND RESCUE 201 N. ST MARYS STREET MEETING ROOM AS WELL AS BY Electronic remote access, in accordance with Public Act 228 of 2020 and Resolution 10 of 2021 Declaration of Local State of Emergency. The public may participate in the meeting through Zoom access by computer and smart phone using the following link: Join Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/87608704043?pwd=L3ZkdnRZMINSSkEwYUg3SHMxUFcldz09>

Meeting ID: 876 0870 4043

Passcode: 630228

**Approval of Agenda**

**Public Comment**

**Conflict of Interest**

**Approval of Minutes:** July 6, 2021

**Items of Discussion/Consideration:**

1. Zoning Ordinance Overhaul Project/Mathew Cooke
  - A. Special Events Language
  - B. Schedule/Status of Project

**Reports:**

Zoning Administrator

Planner:

Township Board:

Chair Comments:

Steve Patmore

Mathew Cooke, Networks Northwest

Tom Nixon

Dennis Rathnaw

**Commissioners' Comments**

**Public Comment**

**Next Meeting Agenda September 7, 2021**

**Adjournment (8:00 PM unless extended by a motion.)**

**Commission Packets can be viewed at: <https://www.leelanau.gov/suttonsbaytwppln.asp>**

*This meeting is a session of the Suttons Bay Township Planning Commission held in public for the purpose of conducting the Commission's business and is not to be considered a public community meeting. There is time set aside for public comment during the meeting as noted on the Agenda, and the Planning Commission welcomes the public's input at that time.*

Draft Minutes

**SUTTONS BAY TOWNSHIP**

**REGULAR PLANNING COMMISSION MEETING - July 6, 2021**

**CALL TO ORDER**

Dennis Rathnaw, Chair, called the Suttons Bay Township Planning Commission Meeting to order on Tuesday, July 6, 2021 at the Suttons Bay Fire Department, 201 N. St Marys Street in Suttons Bay Township, Michigan, via zoom.

Chair Rathnaw said there will be a roll call of any motions made.

**ROLL CALL** - Quorum Present

Present: Dennis Rathnaw, Chair, Tom Nixon, Rhoda Johnson, Susan Odom, Setterbo Rd. via zoom Dee McClure, Suttons Bay Twp, via zoom.

Absent: Amy Coleman, Doug Periard, Don Gregory, Andy Brandt

Staff Present: Steve Patmore, Matthew Cooke

**Approval of the Agenda**

*Tom Nixon/moved, Rhoda Johnson/supported, to approve the agenda as submitted, PASSED.*

**Approval of the Minutes**

*Tom Nixon/moved, Dee McClure/supported, to approve the June 1, 2021 Minutes as submitted, PASSED.*

**Public Comment**

Yarrow Brown, spoke in support of the Vineyard View Apartments special land use request.

**Conflict of Interest**

None.

**Items of Discussion/Consideration**

Chair Rathnaw suggests that Item 2, Zoning Ordinance Overhaul Project be tabled to the August meeting when more commissioners may be present.

*Tom Nixon/moved, Rhoda Johnson/support, to table Item 2, Zoning Ordinance Overhaul Project to the August 2021 Meeting, PASSED.*

**1. Public Hearing for an Application from Homestretch Nonprofit Housing Corporation, Traverse City, MI, for a Site Plan Review and Special Land Use Permit to construct and operate eight (8) multi-family dwelling units at 525 N. Marek Rd.**

Steve Patmore said this is a public hearing and consideration of an application that was

submitted by Homestretch Nonprofit Housing Corporation, Traverse City, MI, for a Site Plan Review and Special Land Use Permit. The Application includes the following site improvements

- Remove existing single-family dwelling.
- Construction of two, four-unit, two-story apartment buildings (8 units).
- Construction of an asphalt service drive off of Marek Road with a turn-around.
- Asphalt Parking areas.
- Gated dumpster enclosure.
- Outdoor light fixtures.
- Stormwater retention areas.
- Construction of septic system and potable water system.
- Landscaping trees and shrubs.

Per the Zoning Ordinance this Application is a detailed site plan review by the Planning Commission.

For the Special Use Permit to be approved, the proposed use must meet the zoning ordinance requirements of the Agricultural District, General Conditions of the zoning ordinance, Standards for Special Land Uses, and Detailed Site Plan Review.

A Public Hearing was noticed for the July 6, 2021 Planning Commission Meeting and notices were sent out to property owners within 300' of the subject property.

#### **Background/General Findings of Fact**

1. The subject property is located at 525 N. Marek Road, Suttons Bay, MI, Parcel No. 45-001-020-004-12.
2. The subject property consists of 2.63 acres.
3. The subject property currently has an un-inhabited single-family dwelling on it.
4. The subject property is currently zoned Agricultural.
5. The subject property is currently owned by the Leelanau County Land Bank Authority according to township records and the Application.
6. According to the Application, the Applicant has an agreement with the Land Bank Authority to purchase the property.
7. The subject property was split via Land Division Act approved from the Parcel by a previous owner in 2005.
8. The subject property is not actively farmed, however, the photos submitted with the Application suggests that the neighboring vineyards may slightly encroach onto the subject property.
9. The subject property has frontage on Marek Road including an easement for ingress and egress due to topography. The proposed access to the subject property would be through the easement.
10. Adjacent property zoning and land use:

<u>Direction</u>	<u>Zoning</u>	<u>Land Use</u>
East	Agricultural	Wooded/Agricultural
Southeast	Residential	Single-Family
North	Agricultural	Residential lot - vacant
West	Agricultural	Vineyard

South

Agricultural

Vineyard

11. The Future Land Use Map on page 56 of the 2011 Suttons Bay Community Joint Master Plan shows that this area was designated as Working Lands, as defined in the Plan. However, it should be noted that the area delineated as future Rural Residential is relatively close to Marek Rd and this property.

12. The Prime Farmland Map on page 47 of this 2011 Suttons Bay Community Joint Master Plan indicates that this area does not include Prime Farmland, however, a portion of the property may be in the area designated as Farmland of Local Importance.

13. The Application does not include any work on the existing Marek Road or the intersection of Marek Road and M-22.

#### Presentation by Applicant

John Stimson from Homestretch Nonprofit Housing Corporation said this is a good project for the site and will sit well as shown, \$1.7 million development.

This project serves 36 people. No short-term rentals. The Land Bank will put restrictions on the property for affordable housing.

The planning commissioners had no questions for Mr. Stimson.

#### Agency Approvals

- Benzie Leelanau District Health Department. The Application includes a Vacant Land Evaluation Report dated July 13, 2020 indicating that the site is suitable for a conventional sewage disposal system. The Applicant will need to have a sewer system designed and approved as well as a potable water system.
- Leelanau County Road Commission: The Application does not include any correspondence or review by the Road Commission. The Site Plan indicates an asphalt driveway approach to the county road. Marek Road is a relatively narrow gravel road. The Township sent the Application to the Leelanau County Road Commission Staff for their information.
- Michigan Department of Transportation: The Application does not include any correspondence or review by MDOT. The Marek Road/M204 intersection should be reviewed. The Township sent the Application to MDOT Staff for their information.
- Leelanau County Drain Commissioner/Soil Erosion: The Application does not include any correspondence or review by the Drain Commissioner/Soil Erosion Office. The project will need to be approved by the Drain Commissioner and a Soil Erosion Permit issued prior to construction.
- Suttons Bay Bingham Fire Chief: The Application was sent to the Fire Chief for any comments or concerns that they might have. A condition of approval should be that the access roads be maintained at all times for access by the emergency service vehicles.

That includes snow storage and no on-street parking by residents or visitors.

- Leelanau County Sheriff's Department: Although the Sheriff's Department is not required to approve the project, the Applicant submitted an e-mail from the Undersheriff.
- The Leelanau County Department of Building Safety must review and approve the plans for the apartment buildings.

Dusty Christensen of Mansfield & Associates addressed the agency approvals.

Site Plan Discussion -

- Trash Disposal (gates dumpster area, sw corner of parking lot)
- Mass grading of the site allows for the stormwater to flow to the west side and south side of the parking lot. There are long skinny basins around the perimeter of the parking lot itself to store the required amount of stormwater as per County code.
- Septic tanks and a pump chamber will go at the rear of the units.  
(communal septage area west of parking lot, each unit will have pump tank that goes to a main tank).
- Parking - 2 spaces per unit, (16 spaces shown on the plan). Must provide for emergency access.
- Fire lane is adequate, meets private road standards.
- Township concerned that the visitor parking could block the emergency access.

Public comment -

Lois Bahle, Village of Suttons Bay, Housing Action Commission, need 600 housing units in Leelanau County by 2025. She asked if a recycle bin would be considered to be put in on subject property.

Written support from Yarrow Brown, Fred and Nancy Elmore.

The public hearing was closed.

**Conformance with Zoning Ordinance Requirements**

**1. Article 4 – Agricultural District Requirements**

**A. Section 4.4B: Multi-Family Housing provided:**

1. Development shall not be sited on Prime Farmland Soils as shown on the Prime Farmland Map in the Suttons Bay Community Joint Master Plan (August 2011, page 47). *A review of the Prime Farmland Map shows that there are no prime farmland soils on the subject parcel, however, there could be Farmland Soils of Local Importance.*

2. Lot width requires a minimum of three hundred (300) feet on public or approved private road.

*The Subject Parcel has over 300' frontage on Marek Road including the dedicated ingress and egress easement.*

3. Minimum lot size is two (2) acres.

***Application meets this standard - Gross acreage of 2.63 acres.***

a. Maximum density of single-story buildings is four (4) dwelling units per acre. ***Not applicable - buildings are two story.***

b. Maximum density of two-story buildings is eight (8) dwelling units per acre.

***Application meets this standard:***

***Allowable = 2.63 acres x 8/acre = 21 units***

c. Maximum density on one parcel is sixteen dwelling units.

***Application meets this standard.***

4. Setbacks:

a. The Planning Commission may require greater setbacks to minimize the impact on surrounding properties as per the requirements of Section 3.12, Landscaping, Screening, Buffers, and Greenbelts.

***Does the Planning Commission feel that the proposed setbacks are adequate? The Applicant has noted the existing vegetation on the property.***

b. Front setback shall be sixty (60) feet.

***Application meets this standard - proposed setback is 60'***

c. Agricultural District Setbacks: (Sides and Rear)

***Application meets the Agricultural District Side and Rear Setback of 35'. Sides: 45' and 50'. Rear: 200'***

5. Minimum square footage per dwelling unit is six hundred (600) square feet. ***Application meets this standard - the units listed at 960 to 1,200 square feet.***

6. Maximum lot coverage shall not exceed twenty-five (25) percent.

***Application meets this standard - listed at 18%***

7. Applicant must have Health Department evaluation or permit to insure adequate well and septic capabilities prior to applying for a Special Land Use Permit.

***Evaluation Received - Permits should be a condition.***

## **2. ARTICLE 3 - GENERAL PROVISIONS**

A. Section 3:12 Landscaping, Screening, Buffers, and Greenbelts.

***There is existing vegetation on the property that is designated to remain. The Application shows additional plantings around the parking lots.***

***The Planning Commission determined by consensus that the proposed Landscaping, Screening, Buffers, and Greenbelt are adequate.***

B. Section 3.12.3 Parking Lot Landscaping:

***None of the proposed parking areas contain more than 5 parking spaces, therefore, this section does not apply. However, the Site Plan shows landscaping around the parking lot.***

C. Section 3.25 Off Street Parking:

Number of Spaces Requires: Residential Use: Two parking spaces per dwelling unit. ***8 units x 2 unit=1 spaces required.***

Number of Spaces Provided: ***17 spaces sown on Final Site Plan, including one handicap parking space. The number of handicap spaces reviewed by Leelanau County. Applicant meets this requirement; however, visitor parking was discussed.***

#### **PLANNING COMMISSION REVIEW:**

The Planning Commission, as a group, must go through the following standards and make findings. The findings can show that the Application meets/does not meet/or meets with the establishment of conditions. The Planning Commission can establish reasonable conditions pursuant to Section 20.9 of the Ordinance.

#### **FINDINGS OF FACT RELATED TO SPECIAL LAND USES.**

##### **Section 20.8 Governing Standards**

In deciding to grant or to deny a special land use application, the Commission shall establish the following standards shall have been satisfied, together with all other requirements of the Ordinance. The standards enumerated herein are intended to promote the intent and purpose of the Ordinance and to ensure that the land use or activity authorize shall be compatible with the zoning district, the adjacent uses of land, the natural environment, and the capacities of public services and facilities affected by the proposed land use. These standards shall ensure that the proposed land use or activity is consistent with the public health, safety and welfare of the Township.

Each of the proposed special land uses on the proposed location shall:

A. Meet all the specific requirements of the particular special land use contained in the zoning district for which the special land use is proposed.

***See above review.***

B. Be designed, constructed, operated and maintained so that such use will not change the essential character of the zoning district and surrounding vicinity in which it is proposed.

***See Applicant responses contained in the Application.***

***The Planning Commission finds that the Application and Site Plan meets this Standard.***

***There is no "C" in this section of the official zoning ordinance.***

D. Be served adequately by essential public facilities and services, including but not limited to highways, streets, off-street parking, police, fire protection, drainage district, refuse disposal, water and sewage facilities, schools, etc.

***See Applicant responses contained in the Application.***

***The Planning Commission finds that the Application and Site Plan meets this Standard, provided that all permit and approvals are obtained, particularly the Road Commission and MDOT approvals.***

E. Not unduly burden the capacities, or negatively impact public services and facilities affected by the proposed special land use, nor result in excessive additional public cost for the creation of



facilities and services not otherwise available.

***See Applicant responses contained in the Application.***

***The Planning Commission finds that the Application and Site Plan meets this Standard, provided that all permits and approvals are obtained, particularly the Road Commission and MDOT approvals.***

F. Not adversely affect the natural environment, especially any creek, stream, lake, pond, wetlands area.

***The Planning Commission finds that the Application and Site Plan meet this Standard.***

G. Not adversely affect farmland or farming operations, but to the extent practicable preserve it as open space or provide adequate buffering between the special land use and farmland.

***The Planning Commission finds that the Application and Site Plan meets this Standard.***

H. Demonstrate in the site plan that there exists sufficient protection to ensure that there will be no additional storm water runoff created by the proposed special land use, or that adequate and full measures have been taken to accommodate such storm water runoff on the proposed site location. ***For purposes of this standard the receipt of a Soil Erosion Permit or Drain Commissioner's review shall satisfy this requirement.***

I. Provide that the special land use including off-street parking, loading and unloading areas, outside storage areas, and areas for the storage of trash, which face or are visible from neighboring property or public thoroughfares, shall be screened in accordance with Section 3.12 Landscaping, Greenbelts, Buffers, Screen and Fences.

***The Planning Commission finds that the Application and Site Plan meets this Standard.***

J. Conform to the requirements of Section 3.18 Outdoor Lighting Standards.

- Outdoor Lighting is proposed.

This should be a condition of approval.

K. Not be hazardous to adjacent or neighboring properties, or involve uses, activities, materials or equipment which will be detrimental to the health, safety or welfare of persons or to adjacent and neighboring properties, through the excessive production of traffic, noise, smoke, odor, fumes or glare.

***The Planning Commission finds that the Application and Site Plan meets this Standard.***

L. Be in compliance with the requirements of the district in which it is proposed and with all other standards in this Ordinance, as well as with the requirements of the County Road Commission, County Building Inspector, County Drain Commissioner, District Health Department, Leelanau County Soil Erosion Control Officer, Suttons Bay/Bingham Fire Department, DNR, and other applicable Township, County, and Federal statutes.

**Motion to approve**

***Tom Nixon/moved, Rhoda Johnson/supported, to approve with conditions the Application submitted by Homestretch Non-Profit Housing Corporation for a Special Land Use Permit to construct and operate eight (8) multi-family housing units on the subject property as shown on***



*the Site Plan dated 5/04/2021. This Decision is based upon the Application, Site Plan, Public Comment, General Findings of Fact, and review of the Special Use Permit Governing Standards. Subject to the following conditions:*

- 1. Regular Land Use Permits must be obtained from the Zoning Administrator for all structures. The following must be submitted.*
  - A. Site Plan showing any minor changes required by Agencies.*
  - B. Benzie/Leelanau District Health Departments for the water and sewer.*
  - C. Architectural Plans for the buildings.*
  - D. Details of outdoor lighting fixtures.*
- 2. All applicable requirements of any county, state and federal permits and statutes shall be met.*
- 3. The access drive, parking areas, proposed tree plantings, and water and sewer system shall be completed prior to occupancy of the apartments.*
- 4. There shall be no parking allowed for apartment use on Marek Road.*
- 5. Parked vehicles within the facility shall not block emergency access routes at any time. Emergency access and fire lanes shall be maintained at all times.*
- 6. Any outdoor lighting shall be shielded downward and shall meet the requirements of the zoning ordinance.*
- 7. Any signage, including temporary or portable signage, shall be in compliance with the zoning ordinance.*
- 8. Landscape plantings shall be maintained and replaced, if necessary. The buffer of existing vegetation must be replaced with a greenbelt if removed for any reason.*
- 9. Expiration Dates:*  
*This Approval and Special Use Permit will expire if Land Use Permits are not obtained and meaningful progress made toward completion within two (2) years from this approval. This date can be extended another two years by the Planning Commission upon written request.*

**Roll call vote for the motion:**

**Yes:** Dennis Rathnaw, Tom Nixon, Susan Odom, Rhoda Johnson, Dee McClure.

**No:** None

**Absent:** Don Gregory, Amy Coleman, Doug Periard, Andy Brandt  
**MOTION PASSED.**

**2. Zoning Ordinance Overhaul Project (tabled to the August 2021 Meeting).**

**REPORTS:**

Zoning Administrator - Written report submitted.

Planner - No report.

Township Board - Upcoming OMA Training.

Chair Comments: None.

**Commissioner Comments -**

Tom Nixon - concerned about Peck Rd. Planning Commission should have reviewed the conditions as part of making the decision.

Rhoda Johnson - Asked if any has changed on Peck Rd.

Steve Patmore - The Leelanau Watersports Decision became official tonight when the Minutes were approved.

Susan Odom - Asked about Zoning Administrator's Report.

**Public Comment** - Lois Bahle commented on the proposed project.

**Next meeting Agenda - August 3, 2021**

**ADJOURNMENT** - Chair Rathnaw adjourned the meeting at 7:09 p.m.

**Minutes by Marge Johnson, Recording Secretary**

**Amy Coleman, Planning Commission Secretary**

July 6, 2021

To: Suttons Bay Township Planning Commission

Fr: Mathew Cooke, Community Planner

Re: Zoning Ordinance Overhaul – Special Events

## **Special Events**

Please see the attached draft Special Events language with changes based on previous Planning Commission discussions and a meeting with Zoning Administrator Steve Patmore and Planning Commission Chair Dennis Rathnaw.

- Included Special Event definition language at the end of the 1<sup>st</sup> paragraph
- All activity must end by midnight. Music or other entertainment ends by 10:00 p.m. (Sunday to Thursday) and 11:00 p.m. (Friday and Saturday)
- Sound amplifiers are permitted inside of buildings only, and not to exceed 60 decibels measured 50 feet from any property line
  - CDC/National Institute for Occupational Safety and Health identifies 60 decibels as normal conversation levels
  - Future change could be made as Township examines their noise ordinance
- Addition of an Event Management Plan
  - Sourced from Leelanau Township

Additional considerations for Special Event language that could utilize Planning Commission input include:

1. Limited hours for outdoor music
2. Increase or decrease Special Event threshold limit of 60 people

## **Special Use or Temporary Use**

In preparing this draft language, Rob Carson and I discussed the possibility of Special Events shifting from Special Use Permits to Temporary Use Permits. We would like to hear the perspective of the Planning Commission on this possible change. Currently, Special Use Permits issued for special events are done so in perpetuity. Moving special events as a Temporary Use would allow the Planning Commission the ability to review/issue permits on an annual basis (or however the PC decides).

This change could be done through adding to Article 23 (Administration and Enforcement) Section 4 (Land Use Permits) subsection 5 (Temporary Use Permits) to include Planning Commission review and approval of Special Events as Temporary Uses citing back to Article 14.23 Special Events.

We would also need to see a change to the current fees schedule the Township has to include Temporary Use Permits. The Special Events draft language would still be included in the ZOO if this is an option to explore.

## **Current ZOO Temporary Use Permits Language:**

### **Section 23.4.5 Temporary Use Permits**

1. The Zoning Administrator is authorized to issue a temporary land use permit for temporary uses, as follows:

- A. Carnival, Circus, or Fair, for a period not to exceed seven (7) days.
- B. Open Lot Sale of Christmas Trees, for a period not to exceed forty-five (45) days.
- C. Real Estate Sales Office, for lots or units on the premises and for a period not to exceed one (1) year, provided no cooking or sleeping accommodations are maintained in the structure.
- D. Contractor's Office and Equipment Sheds, for the development on the parcel and for a period not to exceed one (1) year, provided that such office be placed on the property to which it is appurtenant.

## **POTENTIAL LANGUAGE**

- 2. The Planning Commission is authorized to issue a temporary land use permit for temporary uses by majority vote, as follows:
  - A. Special Events as identified in Article 14 Use Requirements Section 23 Special Events, not to exceed xx events in 1 year.

## **Commercial Farm Threshold**

In looking through various Zoning Ordinances, Suttons Bay Township is one of few that place a monetary value to identify a commercial farm. Below are definitions from Emmet County and Leland Township that could be utilized to create a new definition. Do Planning Commission members prefer to keep a monetary value?

### *Suttons Bay Township Current/ZOO*

*Commercial Farm:* a farm which had produced agricultural or horticultural products worth \$2,500 or more annually for at least three of the past five years.

### *Leland Township*

*Farm Operation:* A condition or activity which occurs on a farm in connection with the commercial production of farm products, and includes, but is not limited to: marketed produce at roadside stands or farm markets; noise; odors; dust; fumes; operation of machinery and irrigation pumps; ground and aerial seeding and spraying; the application of chemical fertilizers, conditioners, insecticides, pesticides, and herbicides; and the employment and use of labor.

### *Emmet County*

*Farm, commercial:* Includes the land, plants, animals, buildings, structures, including ponds used for agriculture or aquicultural activities, machinery, equipment, and other appurtenances used in the commercial production of farm products. It is a farm operation producing a farm product intending to be marketed and sold at a profit.

## **Section 14.23      Special Events**

When permitted, special land use activities should have minimal impact on other properties and its residents, and on the ongoing active agriculture practices in the district. Special events may be allowed in the Agricultural District. Agritourism uses may be a primary or accessory use on the parcel, although special events shall always be considered an accessory use. All of these uses shall be farm related and shall not detract from the agricultural emphasis of the farm. Special events do not preclude personal uses (i.e. graduation parties) by property owners or lessees.

### **A. Special Events Parcel Requirements:**

1. For special events the parcel must be a licensed winery or cidery with a pre-approved special land use permit or a commercial farm of at least twenty-five (25) acres with a minimum lot width of at least three-hundred-twenty-five (325) feet.
2. Special events taking place in a structure must be within a building built before May 27, 2016 [[effective date of amendment]] or in a permitted winery or cidery.

### **B. Special Events Setbacks:**

1. All buildings and structures, including tents, open to the public shall be not less than forty (40) feet from any right-of-way, and shall be set back at least one hundred (100) feet from any lot line.
2. Preexisting structures prior to the date of the adoption of this ordinance (1993) may be utilized. To encourage the use of existing buildings, the setback requirements may be reduced to the other standards of the district, subject to site plan review by the planning commission.
3. The planning commission may require greater setbacks if necessary to buffer adjacent properties as determined during the Special Land use permit process.

### **B. Special Events Conditions:**

1. The number of special events of more than sixty (60) people shall be determined by the planning commission at site plan review and shall not exceed four (4) per month during the months of May through October, and not more than three (3) during each of the other months.
  2. All activities must be completed by 12:00 AM. Any music or entertainment provided for the event must be for background purposes only, not a featured segment of the activity, and completed by 10:00 PM on Sundays through Thursday and 11:00 PM on Friday and Saturday.
  3. Sound amplifiers are permitted inside of buildings only as determined in site plan review. At no time will the sound decibel level exceed 60 decibels, measured 50 feet from any property lines.
  4. The operator must have a written statement from the County Health Department indicating the maximum number of persons that can be accommodated with existing toilet facilities. Additional portable toilets must be provided for any guests exceeding the aforementioned number.
  5. The applicant shall maintain a log of the activities including dates, group identity, times and number of guests. This list must be signed and certified by
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the permit holder as to its accuracy and submitted to Suttons Bay Township annually, no later than March 1 for the previous calendar year.

6. A Event Management Plan (EMP) approved by the planning commission at a public hearing. The following information must be provided in the EMP.
    - a. General description of the Special Event Venue.
    - b. Types of events anticipated and total number and frequency of events
    - c. Proposed maximum number of guests.
    - d. Detailed specifics of where events will take place.
    - e. How power will be provided (generators?).
    - f. How potable water will be provided.
    - g. How garbage and recycling will be removed.
    - h. Contact information for on-site event manager and owner.
    - i. Established maximum occupancy for each building.
  7. A site plan must be approved by the planning commission at a public hearing. The following information must be provided in addition to information required for Minor Project Site Plan Review as per Section 19.6.
    - a. Existing and proposed structures, including tents, with maximum capacity of each building where guests have access as established by the fire marshall.
    - b. The maximum number of people attending a single event.
    - c. Location of temporary toilet facilities, which may be required.
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# ZONING ADMINISTRATOR'S REPORT

## SUTTONS BAY TOWNSHIP

July 2021 (to-date)

For August 2021 Planning Commission and Township Board Meetings

Prepared by Steve Patmore

As of July 26, 2021

### **LAND USE PERMITS ISSUED**

		NEW		ACCESSORY	
DATE	TOTAL	HOMES	ADDITIONS	STRUCTURES	OTHER
July 2021 (to date)	3	1	1	1	0
Year To Date	25	13	5	6	1
Year to date 2020	15	4	4	6	1
Year to date 2019	23	12	7	4	0
Year to date 2018	25	12	5	8	0
Year to date 2017	24	6	4	11	3
Year to date 2016	19	5	6	6	2
Year to date 2015	13	6	3	3	1
Year to date 2014	9	1	2	6	0

1325 S. Nanagosa Tr. – add guest house

10015 E. John Michael Dr. – new single-family dwelling

3608 N. West Bayshore Dr. - addition

3 revisions or extensions to existing Land Use Permits

### **Land Divisions:**

- Land Division Application formally approved for one division on land lying between Center Highway and Richter Rd.
- Several questions about splitting of land.

### **Zoning Board of Appeals:**

- No Activity

### **Short Term Rentals:**

- 32 Short-Term Rental Permits issued for 2021 (26 Renewal Permits– 6 New Permits).

### **Other:**

- Correspondence & Discussions on 1274 Peck Road Site Plan Review.
- Site Plan Review follow-up on Marek Road Multi-Family Housing Project
- Correspondence & Discussion on Capital Stone Site Plan Amendment
- Many questions and requests for interpretations on properties in the township that are on the market or recently purchased.
- Discussion with Engineers regarding a potential 3-lot Site Condominium on Lake Leelanau Drive North of Bernadette Drive.